

## **4051 - MAINTENANCE SUPERVISOR**

### **NATURE OF WORK**

Responsible supervisory work in the construction, maintenance and repair of city facilities.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Supervises and assists skilled and semi-skilled workers in the construction, maintenance, and repair of city facilities, installations and equipment; to estimate costs involved in various types of construction and repair; to maintain accurate work records of time and material involved in job assignments; to inspect work in progress and upon completion to determine if work meets standards; to work from blueprints and sketches in planning and supervising work assignments; to do survey work as required; to arrange for and supervise the movement of tools, equipment and workers to and from work sites; to drive a truck and operate various types of automotive equipment; to recommend for purchase necessary parts, supplies, and materials; to prepare progress reports on work assignments; to do related work as required.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of the methods, materials, and techniques used in the construction and repair of simple building structures; considerable knowledge of carpentry and skill in the use of related hand and power tools; knowledge of and skill in a variety of mechanical trades; ability to plan and direct the work of skilled and semi-skilled trades worker; knowledge of related occupational hazards and standard safety precautions; ability to read and work from blueprints and sketches; ability to accurately estimate costs involved in various types of construction and repair; knowledge of city building code requirements; ability to deal effectively with employees and the public; ability to prepare comprehensive progress reports.

### **MINIMUM REQUIREMENTS**

Employed by the City for the past one (1) year.

Five (5) years experience in construction, maintenance or repair of facilities, installations and equipment, involving carpentry, painting and plumbing.

Three (3) years supervisory experience.

Driver's license.

Class "D" Commercial Driver's License prior to appointment.

### **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing,**

**pushing, and pulling.**

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### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed with considerable latitude for the use of independent judgment in the selection of work methods and procedures, and is subject to review upon completion.

### **SUPERVISION EXERCISED**

Plans, assigns and directs the work of skilled and semi-skilled workers and various trades workers.

Rev. 4/96 (minimum req.)